



Department of Defense DIRECTIVE

NUMBER 5330.3

June 25, 1997

DA&M

SUBJECT: Defense Automated Printing Service (DAPS)

References: (a) Title 10, United States Code

(b) DoD Directive 5330.3, "Defense Printing Service," January 7, 1993
(hereby canceled)

(c) [DoD Instruction 3300.2](#), "Combined Intelligence Publishing Service
(CIPS)," February 7, 1994

1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive reissues reference (b) to redesignate the Defense Printing Service as the Defense Automated Printing Service (DAPS) and to update associated responsibilities, functions, relationships, and authorities.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. MISSION

The DAPS shall serve as the consolidated organization for printing and high-speed high-volume duplicating, and as the preferred provider of document conversion and/or automation services (hereafter referred to collectively as "automated printing services") in the Department of Defense, excluding:

3.1. Intelligence Agencies of the Department of Defense in accordance with reference (c) (the Defense Intelligence Agency, National Security Agency, and the National Imagery and Mapping Agency).

3.2. Tactical activities and National Guard and Reserve organizations, except as mutually agreed by the cognizant DoD Component and the Administrator, DAPS.

4. ORGANIZATION AND MANAGEMENT

The DAPS is established as a component of the Defense Logistics Agency (DLA). It shall consist of an Administrator and such subordinate organizational elements as may be established within authorized resources.

5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

5.1.1. Serve as principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on automated printing services policies and programs and provide policy guidance to the DoD Components regarding the operation and management of printing services in the Department of Defense.

5.1.2. Chair the DoD Automated Printing Services Oversight Group, composed of senior-level representatives of the Secretaries of the Military Departments; the Under Secretary of Defense (Comptroller) (USD(C)); the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence; and the Director, DLA. Other DoD officials may be invited to participate, as required. The Group will meet annually, or more often as necessary, to resolve significant issues.

5.1.3. Represent the Department of Defense on printing services policy matters with the Joint Committee on Printing (JCP), Government Printing Office (GPO), Office of Management and Budget (OMB), and other Government Agencies.

5.2. The Director, DLA, is designated as the single manager for DoD automated printing services, both for the operation of DoD in-house facilities and for the departmental printing services procurement functions. In this capacity, the Director, DLA, shall:

5.2.1. Exercise authority, direction, and control over the DAPS.

5.2.2. Appoint an Administrator to manage and operate the DAPS.

5.2.3. Provide guidance to the Administrator regarding the management of the DAPS and its relationships with other commands, organizations, and activities within the DLA, as well as with other DoD Components and Government Agencies.

5.2.4. Finance the operations of the DAPS under the Printing and Publications Services Business Area of the Defense Business Operations Fund.

5.3. The Administrator, DAPS, shall:

5.3.1. Organize, direct, and manage the DAPS and all its assigned resources; produce or procure automated printing services; and administer, supervise, and control all assigned programs, services, and functions.

5.3.2. Provide effective and efficient automated printing services support to the DoD Components.

5.3.3. Conduct a coordinated DoD automated printing services program covering the production, procurement, and distribution of publications.

5.3.4. Administer Department-wide automated printing services management systems, programs, and activities, including technical assistance, support services, and information.

5.3.5. Provide advice and assistance on automated printing services matters to the DoD Components and other organizations, as appropriate.

5.3.6. Act as the DoD representative for technical automated printing services matters under DAPS cognizance with the JCP, GPO, OMB, and other Government Agencies.

5.3.7. Ensure that the products and services provided are based on “best value” as determined by quality, price, and delivery time.

5.4. The USD(C) shall advise and provide policy guidance on the functioning of the Printing and Publications Services Business Area of the Defense Business Operations Fund and related financial management matters.

5.5. The Heads of the DoD Components shall:

5.5.1. Obtain automated printing services through DAPS, consistent with the provisions of this Directive.

5.5.2. Cooperate with and provide necessary information and assistance to the Director, DLA, and Administrator, DAPS, in setting requirements, arranging for and executing inter-Service support agreements, and enabling the DAPS to provide them with the required products and services in an effective and efficient manner.

6. RELATIONSHIPS

6.1. In the performance of assigned responsibilities and functions, the Administrator, DAPS, shall:

6.1.1. Maintain liaison with the DoD Components, other Government Agencies, and private sector organizations for the exchange of information concerning assigned programs, activities, and responsibilities.

6.1.2. Use established facilities and services of the Department of Defense and other Government Agencies, whenever practicable, to avoid duplication and to achieve modernization, efficiency, economy, and user satisfaction.

6.2. The Heads of the DoD Components shall coordinate with the Administrator, DAPS, on all matters related to the responsibilities and functions listed in paragraph 5.3., above.

7. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John P. White", is written over a horizontal line.

John P. White
Deputy Secretary of Defense